

FY-97 REQUIREMENTS

In order to accomplish procurement actions and to process stock record requisitions for FY-97, and to assure award, the below cutoff dates have been established for receipt of your requirements and requisitions:

<u>CATEGORY</u>	<u>CUTOFF DATES</u>
- All open market new equipment "lease".	May 23, 1997
- All requisitions over \$100,000, NOT including requisitions on GSA and Federal Supply Schedules, DSS-W Indefinite Delivery Contracts, and Indefinite Delivery Contracts with other agencies.	May 8, 1997
- All Federally Funded Research and Development Center (FFRDC) requirements.	August 22, 1997
- Requisitions \$2,501 - \$100,000	September 5, 1997
- All requirements on existing Indefinite Delivery Contracts.	September 5, 1997
- Federal Supply Schedule and GSA Multi Award Schedule (MAS) for ADP.	September 12, 1997
- Requisitions \$2,500 and under will be accepted ONLY IN CASES WHERE THE REQUIREMENT CAN NOT BE ACQUIRED USING PURCHASE CARDS.	September 19, 1997
*- Incremental Funding and option exercises.	September 19, 1997
- Requisitions for items with national stock numbers	1200
Hours and items in the Stock Record/DARTS catalog.	September 26, 1997

***IT IS IMPORTANT THAT YOU, OUR CUSTOMERS, GIVE US TIMELY WRITTEN NOTIFICATION IF A PRICED OPTION IS TO BE EXERCISED BEFORE ACTUALLY FORWARDING THE FUNDS TO DSS-W. WE NEED THIS NOTICE IN ORDER THAT WE CAN PROPERLY NOTIFY THE CONTRACTOR, PURSUANT TO THE OPTION CLAUSE IN THE CONTRACT, NORMALLY NOT LESS THAN 60 DAYS PRIOR TO EXPIRATION OF THE CONTRACT PERIOD. FAILURE TO DO SO MAY MEAN THERE IS NO LEGAL BASIS TO EXERCISE THE OPTION.**

Enclosure I

(Page 1 of 2)

Requisitions (DD Form 1262) must have appropriate funds certified by a fiscal officer (signature card must be on file in DSS-W). Requisitions for stock record items must use a Julian Date within 60 days of arrival at DSS-W.

For IT requirements over \$100,000 it is suggested that personnel from the Office of the Secretary of Defense and Defense Medical Systems Support Center contact Ms. Chris Thompson at 703-681-6116 for assistance. All other customers should contact Ms. Ruth Wissinger at 703-697-7964.

Any requirement received after the designated cutoff date must include the impact to your agency if the requirement is not processed during FY-97. Your request for exception will then be considered by the division chief responsible for that commodity or service.

Enclosure I
(Page 2 of 2)

FY-98 SUBJECT TO AVAILABILITY OF FUNDS (STAF) REQUIREMENTS

In order to ensure that certain procurements are ready at the beginning of the new fiscal year, the below requirements should be at DSS-W by the following cutoff dates:

<u>25 APRIL 1997</u>	Requirements for continuing services contracts which have MDA903-XX-C, DASW01-XX-C or MDA903-XX-D, DASW01-XX-D as the first part of their numbers and which expire on 30 September 1997, without any remaining options (see below).
<u>06 JUNE 1997</u> \$100,000	Requisitions for continuity of services between \$1.00 and (maintenance of equipment, and subscriptions to licensed software programs, cable service TV, etc.).
<u>06 JUNE 1997</u>	Requisitions for continuing services under orders which have DASW01-97-F as the first part of their numbers and expire on 30 September 1997.
<u>03 JULY 1997</u>	Requisitions for continuing requirements which will be satisfied by exercising a priced option under an existing contract.
<u>15 AUGUST 1997</u>	Requirements to be awarded early in FY-98 not covered by the above (e.g., research and study efforts, software development contracts, etc.).

ONLY THE FY-98 REQUIREMENTS DESCRIBED ABOVE ARE TO BE SUBMITTED EARLY. REQUISITIONS FOR SUPPLIES AND EQUIPMENT FOR FY-98 SHOULD NOT BE SUBMITTED UNTIL THE FY-98 CONTINUING RESOLUTION OR THE DOD APPROPRIATION ACT IS PASSED.

All of the above requirements must contain the following information:

- Full description of services.
- For continuing work, existing contract or purchase order number and FY-97 requisition number.
- Serial numbers and locations of equipment (applicable to maintenance and lease services only).

- Any special instructions.
- Estimated cost (use a 5% escalation factor over FY-97 contract cost, if necessary).
- If FY-98 funds are to be used, a statement signed by the Fiscal Officer on the face page of each original requisition citing funds to be made available in FY-98 as follows:

“This requirements is issued in anticipation of the enactment of the FY-98 Department of Defense Appropriation Act or the FY-98 Continuing Resolution, will be subject to all provisions of the Act that becomes applicable on 1 October 1997, and may NOT be cited for verification of funding until passage of either of the above acts, and until 1 October 1997.

SUBJECT TO AVAILABILITY FUNDING FY-98

DSS-W will be using similar procedures as they did last fiscal year for Subject to Availability of Funds (STAF) requisitions. All STAF requisitions, whether created in DARTS or submitted on paper, will require an APC/Template code of “STAF”. The fund citation shall read “Subject to Availability of Funds” and be followed by the station code. After funding has become available, DARTS users with Budget Officer privileges will use the STAF utility to fund the requisition. STAF requisitions submitted on paper may be funded using the DARTS STAF utility, a memorandum or requisition amendment. Enhancements are expected in the DARTS STAF utility. Information on these enhancements will be forthcoming in the form of DARTS Newsflashes, DARTS bulletins or system messages.

Any questions concerning these procedures should be directed to: DARTS Help Desk at (703) 693-9608.

STAF requisitions must be dated 1 October 1997. This fiscal year data field should be set to ‘98’. Additionally, in order to facilitate ease of identification of FY-98 requirements from other fiscal years, DSS-W strongly recommends that the Julian Date of “7274” be used in the document number.

While a contract may be initiated as STAF, prior to appropriation of funds, it is an Anti-Deficiency Act violation to authorize expenditures or obligations without a valid appropriation. Furthermore, under 31 U. S. C. 1342, an officer or an employee of the United States may not accept voluntary services except for very limited emergency situations involving safety of human life and protection of Government property from destruction. This provision is intended to

ensure that the Government is not open to later claims for payment for the work where there would be no funds for reimbursement.

Enclosure II
(Page 2 of 3)

GENERAL INFORMATION

DARTS users will be allowed to create and submit order for supplies and services up until the end of the fiscal year. However, the cutoff dates outlined by DSS-W will be in effect. Late submissions will be subject to rejection by DSS-W, unless prior approval has been received from the Division Chief responsible for buying the commodity or service.

DARTS users should expect the system to be down 1 or 2 workdays at the start of the fiscal year so full backups of the DARTS and SAACONS databases may be made in addition to other system related year-end changes.

DARTS customers should expect a one week period beginning on 1 October 1997 where no Stock Record orders will be processed. Requisitions may be submitted using FY-98 fund codes, but will be held pending the update of fund citations in the SAILS systems. Any requisitions received with FY-97 fund codes will be converted automatically to FY-98.

The fund cite for each requisition should not contain more than 65 characters. All requisitions submitted after 30 September 1997 will be returned that do not have a FY-98 fund cite, unless R&D or OPA funds.

If you DO NOT intend to request lease renewal or maintenance on equipment which was covered in FY-97, advise the Contracting Officer as soon as possible in writing and by amendment to the relevant FY-97 requisition(s), NOT later than 1 July 1997.

Customers processing requisitions thru "Batch Process" must provide a point of contact (POC) to DCFS NLT 1 July 1997 to ensure proper handling of requirements/requisitions.

Enclosure II
(Page 3 of 3)

CONSOLIDATION OF REQUIREMENTS AND COMPLETE FUNDING OF REQUIREMENTS INVOLVING CONTINUOUS SERVICES

Consolidation of requirements involving continuous services, along with complete funding of those requirements is essential for DSS-W to effectively meet your needs. Continuous requirements include, but are not limited to, equipment leases, maintenance, software license agreements, subscriptions, and cable service.

When a requirement for a particular service is consolidated, it allows our agency to write just one order rather than multiple orders. This will help DSS-W by saving administrative processing costs and will assist your agency by providing contractual coverage for all your requirements. Among other things you will decrease, if not eliminate emergency situations where you need immediate service, necessitating a walk-thru action. Instead, you can have the requirement promptly fulfilled by the existing contractor without having to prepare and process a separate requisition.

Examples of consolidating requirements include:

- Consolidating copy machine lease renewals for a manufacturer into one requirement;
- Equipment maintenance;
- FAX machines; and
- Court reporting services.

It is also essential that funding for continuous requirements be made in a single allotment rather than in increments covering a few months at a time. Partial funding places an undue and unnecessary burden on our staff and has an adverse effect on productivity.

If DSS-W discovers a requirement which could have been consolidated, but was not, the requirement will be canceled and returned for your subsequent consolidation and resubmission.

Enclosure III